



City and County of San Francisco

Commission on the Status of Women

Mayor Edwin M. Lee

Executive Director Emily M. Murase, PhD

Commission on the Status of Women

BYLAWS

Last updated: xx/xx/xxxx

ARTICLE I

Section 1-Name

The name of this governmental body shall be the Commission on the Status of Women (["Commission"](#)).

ARTICLE II

Purpose

Section 1. Overall Mandate

The Commission ~~on the Status of Women~~ is created by the Charter Section 4.119. The Board of Supervisors has assigned additional powers and duties to the Commission in Chapter 33 of the San Francisco Administrative Code. ~~The commission has developed an additional document called "Commissioners' Policies and Procedures" to further guide the commission.~~

Section 2. Commission Programs

Charter Section 4.119, Chapter 33 of the San Francisco Administrative Code, other City mandates and the special needs of women guide the commission on the issues to address and the programs to implement. ~~See Commissions Policies and Procedures and the Commission Strategic Plan for additional programmatic detail.~~

ARTICLE III

Members

Section 3. Members

The Commission on the Status of Women shall have seven (7) members. The Commission shall be broadly representative of ethnic, racial, age, and sexual orientation of residents of the City and County of San Francisco.

Section 2. Terms of Appointment

The members of the Commission shall be appointed by the Mayor and serve for a four year term. Appointment process is delineated under Section 4.119 of the San Francisco Charter.

Section 3. Vacancies and Removal

~~Members~~ Commissioners may only be removed from office by the Mayor pursuant to Section 15.105 of the San Francisco Charter. All vacancies occurring during a term shall be filled for the unexpired term.

The Commission may vote to recommend to the Mayor the removal of a Commissioner who misses three (3) regularly scheduled meetings of the Commission in any twelve (12) month period without the express approval of the Commission.

ARTICLE IV Officers

Section 1. Officers

The officers of the Commission shall include a President and a Vice President, and each of them shall be elected from among the members of the Commission each year at the Commission's August meeting.

Section 2. Terms of Office

The officers of the Commission shall hold office for a term of one year, twelve (12) consecutive months beginning in August of the year of election. Terms of office are not limited to one term.

Section 3. Duties of the President

The President ~~will~~ shall preside at all meetings of the Commission. The President is empowered to call special meetings. ~~The President can also as well as to~~ form, change and abolish committees, and ~~to~~ appoint the chairpersons of all standing committees and special committees of the Commission pursuant to ARTICLE IV of these bylaws.

~~The President's Presiding-presiding~~ duties include opening and adjournment, ascertainment of the existence of a quorum, sequence of business, recognition of members entitled to the floor, statement for vote on all motions that legitimately come before the ~~assembly~~ Commission, enforcement of rules of debate, and protection of the ~~assembly~~ Commission from frivolous ~~of or~~ dilatory motions.

Section 4. Duties of the Vice President

In the absence of the President, the Vice President shall preside at the meetings of the Commissions.

Section 5. Absence of Officer(s) at Regular Meetings

In the event of the absence, or inability to act, of the President and Vice President, ~~a majority of the remaining members of the Commission at the meeting the~~ Department Director shall ~~elect~~ assign one of the members to act temporarily, as the presiding officer.

Section 6. Filling Vacancies

In the event the President is unable to complete ~~her~~ their term of office, the Vice President will succeed the President and fulfill the President's remaining term of office as the presiding officer. The Commission will conduct an election to replace the Vice President. The Vice President's successor will serve the remaining term of the office.

Section 7. Parental Leave Policy

Administrative Code Chapter 67B authorizes members of the Commission on the Status of Women to take parental leave in certain circumstances. The terms of the parental leave policy are set forth in Administrative Code Section 67B.1. That section is incorporated by reference into these bylaws. The Commission Secretary shall provide a copy of Section 67B.1 to each member of the Commission on the Status of Women when the member assumes office. Any member who intends to take parental leave under this policy must inform the Commission Secretary and the Commission President of the Commission on the Status of Women in writing. To the extent feasible, the member's written notice shall state the beginning and end dates of the leave and whether the member intends to participate in Commission meetings remotely during the leave. The notice is not binding on the member and does not limit the member's rights under the parental leave policy, but rather is intended to aid the Commission Secretary and the Commission President in planning the work and the meetings of the Commission on the Status of Women while the member is on parental leave.

ARTICLE V Meetings

Section 1. Regular Meetings

Regular meetings of the Commission shall be publicly noticed and held at 5:00 P.M. on the fourth Wednesday of each month at City Hall, Room 408 within the City of San Francisco.

Section 2. Action at a Meeting: Quorum and Required Vote

The presence of four (4) Commissioners at a meeting of the Commission constitutes a quorum. Each Commissioner present shall have one vote on motions brought before the Commission. Proxies shall not be permitted.

Commissioners who are present at a meeting may abstain from voting on any question put a vote at that meeting under two circumstances only. First, pursuant to Charter Section 4.104(~~b3~~), the Commission may excuse a member ~~form from~~ voting on a matter for any reason through a motion adopted by a majority of members present. Second, a Commissioner must offer disclosure and refrain from voting where ~~her-their~~ participation would constitute a conflict of interest as defined by controlling federal, state or local laws. A Commissioner may refrain from voting after the City Attorney's office has determined that ~~she-they~~ may have a conflict.

In the rare circumstance in which an even number of Commissioners are present at a regular meeting and a vote on an issue is evenly divided, the vote on that matter may be carried over to the next regularly scheduled meeting of the Commission or the issue may be tabled to the agenda of a Special Meeting.

Section 3. Special Meetings of the Commission

In addition to regular monthly meetings, the ~~Chairperson-President~~ or a majority of the Commission may elect to hold Special meetings. Special meetings do not require general public comment, per the Good Governance Guide.

Section 4. Compensation of Commissioner for Meeting Attendance

By Ordinance, Commissioners are compensated for their attendance at meetings. This compensation may change from time to time. However, no Commissioner can be compensated for more than two Commission meetings on one calendar month.

Section 5. Annual ~~Special~~ Meeting

The Commission shall hold an annual special meeting at a time and place as designated by the Commission for the purpose of developing and/or monitoring ~~an annual-the~~ Strategic Plan.

Section 6. Notice and Agenda Requirements

The ~~executive director of COSW~~ Commission Secretary shall be responsible for assuring that the notices and agendas for all meetings of the Commission and all meetings of the Commission's committees are prepared in accordance with state and local laws.

Section 7. Meetings governed by Robert's Rules of Order

At the discretion of the President of the Commission of the committee Chair, and except where the Charter, state or local law, or other rules provide to the contrary, meetings shall be governed by "Robert's Rule of Order."

Section 8. Cancellation of Meetings

Meetings may be cancelled by the Commission President or Department Director if the President/Director is aware that a quorum will not be available on the meeting date ~~of~~ or if the meeting date conflicts with holidays or other obligations of Commissioners.

Per Admin Code Section 67.6(g), if a meeting must be canceled, continued or rescheduled for any reason, notice of such change shall be provided to the public as soon as is reasonably possible, including posting of a cancellation notice on the Commission website. If a meeting is cancelled and rescheduled for another date, the new date will be added to the notice.

The Commission Secretary shall be responsible for notifying the Commission members and the public of any cancellation.

Section 9. Remote Speakers (Non-Commission Member)

If remote option is offered at the meeting, and a guest presenter (non-Commission member) requests to attend/present remotely, the Commission Secretary must get approval from the Commission President one week in advance of the meeting. If approval cannot be given one week in advance, the Commission President may allow the presenter to be ready to present remotely, then explain the situation during the agenda item and ask Commissioners if they object to the remote appearance. If the Commissioners have no objection, the guest presenter may attend/present remotely. If Commissioners object to the remote appearance, the speaker will not be allowed to present remotely.

ARTICLE VI Committees

Section 1. Standing Committees

The President of the Commission and/or majority of the Commissioners may form standing committees to attend to on-going functions of the Commission in order to expedite the business of the Commission.

Section 2. Special Committees

The President of the Commission and/or a majority of the Commissioners may also form special committees. Special Committees (“ad hoc” or “select” committees) are formed for a specific purpose and cease to exist after completion of a designated task.

Section 3. Chairpersons of Standing Committees and Special Committees

Only Commissioners may chair standing and special committees of the Commission. Appointments to chair standing or special committees shall be determined by: a) the President of the Commission, or at the President’s option, by b) a consensus election of the standing or special committee membership.

Section 4. Committee Membership and Size of Committees

Each committee Chairperson may establish the size of ~~her~~their committee in consultation with Commission President and/or the Commission. The size of a committee should be dependent upon the committee’s purpose, the urgency of its work, and the ~~a~~ kind of resources required to fulfill its mission. Fifty one percent of members present constitutes a quorum.

The Commission ~~on the Status of Women~~ encourages the full and equal representation of Commission members on the various committees.

Each committee Chairperson shall locate and nominate members for ~~her~~their committee. In the case where a nominee to a committee is a representative of an organization, that nominee may name an alternate who is also a member of the same organization. But, the Commission shall approve the membership and alternates of all committees of the Commission.

The committee Chairperson may consider and nominate persons outside the Commission to ~~her~~their committee. In making such nominations, the committee Chairperson should consider persons with expertise and experience in fields relevant to the work of the committee, particularly experts in areas outside the working knowledge of the Commissioners, for example: business, law, medicine, ~~State~~state and ~~Federal~~federal government.

Section 5. Terms of Committee Membership

The terms of membership for members of standing committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Membership is renewable, i.e., members may serve consecutive terms of office at the pleasure of the committee chairperson and with concurrence of the Commission.

Section 6. Removal

Each standing committee may determine its attendance requirements. Members who miss more meetings than permitted without express approval of the standing committee Chairperson shall be deemed to have resigned.

Section 7. Scheduling Committee Meetings

All meetings of committees shall be scheduled as deemed necessary by the committee Chairperson or by the full Commission.

Section 8. Outreach and Public Hearings

The Commission and its standing committees will periodically schedule special hearings for the purpose of hearing public testimony on issues under its jurisdiction and to reach out to socially, ~~E~~economically and politically disadvantaged communities and populations for their input to the Commission.

The Commission and all committees shall hold meetings open to the public in full compliance with state and local laws. - The participation of interested persons is encouraged. - The time permitted for public comment may be limited by the President consistent with state and local law. - Each person wishing to speak on an item before the Commission at a regular or special meeting shall be permitted to be heard once for up to ~~three~~two minutes.

Section 9. Accountability of Committees of the Commission

All committees formed by the Commission, or the President of the Commission, shall be accountable to the Commission and shall have authority to make recommendations of the Commission on matters within the Committee's area of expertise. Only the Commission may take action on committee recommendations; committees are not so empowered.

Section 10. Abolishing Committees

All committees formed by the Commission may be abolished by the President, subject to approval by the Commission, if purpose of committee has been completed or no longer needed.

ARTICLE VII Executive Director

Section 1. Duties of the Executive Director

The Executive Director shall act as the department head and may nominate officers to and appointing officer of the Commission. The executive Director shall supervise the ~~department's~~ Department's staff.

ARTICLE VIII

Amendment of Bylaws

Section 1. Amendment of Bylaws

The Bylaws of the Commission ~~on the Status of Women~~ may be amended after presentation of proposed amendments as a scheduled agenda item in a Regular meeting of the Commission. Both ~~one full ten days' advance month's notification notice~~ of proposed amendments and passage by majority membership vote at the following month's regular meeting are prerequisite to amendment of Bylaws.

CERTIFICATION OF EXECUTIVE DIRECTOR

I, the undersigned, certify that I am currently the ~~Executive~~ Director of the Department/ Commission on the Status of Women of the City and County of San Francisco; and the above Bylaws, consisting of seven pages, are the Bylaws of this Commission, adopted by a majority membership vote at a regular meeting of the Commission, held on _____ following ~~one month's~~ ten days' advance notice ~~notification~~ at or after the preceding month's regular meeting and amended on _____ following ~~one month's notification~~ ten days' notice at or after the preceding month's regular meeting.

~~Emily Murase~~ Kimberly Ellis, ~~Executive Department~~ Director

Date Signed